

CITY OF MEDINA
Planning Commission Meeting

*March 7, 2006
7:00 p.m.*

*Medina City Hall
501 Evergreen Point Road*

CALL TO ORDER

Mark Nelson called the Planning Commission meeting of March 7, 2006, to order at 7:03 pm.

ROLL CALL

Present: Holly Greenspoon, Bret Jordan, John Maffei, Mark Nelson, Judie O'Brien, and Gerry Zyfers

Staff Present: Joseph Gellings, Director of Development Services; Tim Tobin, Engineering Consultant; and Rachel Baker, Administrative Assistant

ANNOUNCEMENTS

Nelson welcomed new commissioner, John Maffei, to the meeting.

Gellings conveyed Debra Ricci submitted her resignation from the Planning Commission and said the mayor anticipated the vacant position would be filled.

Gellings announced the city manager and city attorney would conduct a training orientation for planning commissioners and park board members on Wednesday, March 29th from 6:30 pm to 8:30 pm, at City Hall.

Gellings requested the commission consider changing monthly meeting dates from the first Tuesdays to first Mondays in an effort to accommodate staffing conflicts. Zyfers commented that he would be unavailable during first Mondays, but offered to notify the commission if that changed. Commissioners then unanimously agreed to move monthly meeting dates to the fourth Tuesdays, beginning in May.

ELECTION OF CHAIR AND VICE CHAIR

Nelson opened the floor to nominations for election of Planning Commission Chair. Zyfers first nominated Jordan, but Jordan declined the nomination; then he nominated Nelson and Greenspoon seconded the nomination. Following a 6-0 vote, Nelson was elected Chair.

Nelson opened the floor to nominations for election of Planning Commission Vice Chair. Jordan nominated himself and Zyfers seconded the nomination. Following a 6-0 vote, Jordan was elected Vice Chair.

MINUTES

MOTION ZYFERS AND SECOND JORDAN TO ACCEPT FEBRUARY 7, 2006 MEETING MINUTES. MOTION PASSED 6-0; 7:23 PM.

AUDIENCE PARTICIPATION

There was none.

DISCUSSION

Prior to discussion of agenda items, Gellings provided an update to commissioners regarding the further review of the commission's February 7th approval of the Weymouth level two construction mitigation plan. Gellings conveyed the agreement neighbors previously entered into posed no conflicts or special obligations for tree maintenance with proposed project.

Construction Mitigation Ordinance Revisions (7:39 pm)

Tobin summarized information in meeting packet regarding a menu-based system, and related code and proposed threshold changes for levels one and two mitigation plans.

The commission discussed ordinance history and the current process. During discussion, Nelson suggested the city require contractors to post a bond as a means for ensuring plan enforcement and also proposed use of a stop work order if a bond is collected by the city.

Maffei recommended raising level one triggers from \$250,000 to \$500,000. Zyfers suggested triggers for level one be a combination of 18-month construction time, construction activity in setbacks, and \$1,000,000 project costs; and for level two a combination of \$2,000,000 project costs, 24-month construction time, and the number of construction personnel.

Zyfers proposed the city offer a prescriptive approach to warn neighbors when more than one utility service interruption would occur.

Greenspoon conveyed the importance of continued neighbor noticing for proposed construction projects.

Tobin said the level one concept could be modified into a prescriptive plan and reflected in the code; whereas level two could contain prescriptive documents, but also be subject to additional triggers such as equipment requirements, construction project time, and neighbor impacts.

MOTION ZYFERS AND SECOND MAFFEI TO REQUEST TOBIN TO DEVELOP MITIGATION PLAN AS A PRESCRIPTIVE METHOD FOR PROJECTS PREVIOUSLY CONSIDERED LEVEL ONE, MOTION PASSED 6-0, 9:25 PM.

Commission decided to discuss level two triggers at a future meeting.

Nonconforming Envelopes (9:37 pm)

Commission discussed draft ordinance enclosed with meeting packet.

MOTION O'BRIEN AND SECOND JORDAN TO APPROVE DRAFT ORDINANCE AS WRITTEN, MOTION PASSED 5-1 (ZYFERS OPPOSED) AT 9:52 PM.

Work Plan Update (9:55 pm)

Commission discussed work plan and added the following items: Tree Code, Street Design and Storm Drainage Standards, Water Feature Allowances, and Mechanical Equipment Allowances.

MOTION JORDAN AND SECOND O'BRIEN TO APPROVE WORK PLAN AS AMENDED, MOTION PASSED 6-0, 10:05 PM.

Commission set priority to work plan items as follows:

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| 1) Construction Mitigation Program Ordinance Revisions | 9) Re-evaluation of the performance of ordinances originating with the Planning Commission |
| 2) Legal Substandard Building Sites | 10) Water Feature Allowances |
| 3) Tree Code | 11) Mechanical Equipment Allowances |
| 4) Street Design and Storm Drainage Standards | 12) Illegal Nonconforming Structures |
| 5) Permit Renewal | 13) Stand-Alone Accessories |
| 6) Pitched Roof Incentives | 14) Home Occupations |
| 7) Reformulate the Zoning Code's height/lot coverage bonus system to allow for intermediate coverages with intermediate heights. | |
| 8) Calculation of side setbacks for R-20 and R-30 lots without penalty for private lane width | |

MOTION JORDAN AND SECOND ZYFERS TO APPROVE WORK PLAN AS MODIFIED, MOTION PASSED 6-0; 10:20 PM.

ADJOURNMENT

MEETING ADJOURNED BY UNANIMOUS CONSENT, 10:21 PM.

The Planning Commission meeting of March 7, 2006, adjourned at 10:21 pm.

The next Planning Commission meeting is scheduled for Tuesday, April 4, 2006, at 7:00 pm.

Minutes taken by:

Rachel Baker
Administrative Assistant